

**WEBB COUNTY
JOB VACANCY POSTING**

JOB TITLE:

Receptionist
(Detailed Job Description available upon request)

DEPARTMENT:

Public Defender's Office Adult Unit

JOB SUMMARY:

Answer and screen all in-coming call/walk-ins for the department and perform other duties given by Executive Administrator.

QUALIFICATIONS:

- High School Diploma or GED Certificate.
- Some legal work experience preferred.
- Must be able to type 35 to 40 Word Per Minute

SKILLS/ABILITIES:

- Must be able to communicate in both English/Spanish.

OTHER REQUIREMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, motor vehicle record (MVR) and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SALARY: \$12.00 p/hr

CLOSING DATE: July 11, 2012

Applications are available at the Administrative Services Department Human Resources Office
1110 Washington St. Suite 204 *Laredo, Texas 78040
Monday — Friday (8:00 a.m. - 12:00; 1:00 p.m. — 5:00 p.m.)

Or On-line at: www.webbcountitsgcw

All applications must be submitted to Administrative Services office.

You may also call (956) 523-4198 for more information.

Webb County is an Equal Employment Opportunity (EEOC) Employer